



CCI LIQUOR LICENSE INFORMATION SHEET

Descriptions of the liquor licenses available through the Master License Service and the relevant fees are provided on the enclosed Liquor License Description sheet. When you submit your application for liquor license(s), you assume the responsibility of acquiring knowledge of the Washington State liquor laws.

The following information is supplied to inform you of the requirements for applicants applying for CCI licenses, and to supply a listing of application forms/material which must be completed. The Liquor Control Board must approve all liquor licenses. Once your application is complete and fees are paid, it will take approximately 45 to 60 days for approval. Therefore, it is important that we receive all of the application forms/material to ensure that this process is not delayed.

Your business must meet the basic requirement listed below in order for your application to be processed. For more information, or if you need assistance, please call the Master License Service at (360) 664-1400.

BASIC REQUIREMENT

Corporations must be in good standing with the Washington State Office of the Secretary of State

APPLICATION FORMS

ALL OWNERSHIP STRUCTURES MUST SUBMIT THE FOLLOWING:

- Master Business Application
- Liquor Control Board Addendum
- Personal History Information
- Criminal History Information
- Source of Funds and Financial Certification
- Financial Statement

CORPORATIONS MUST ALSO SUBMIT THE FOLLOWING:

- Corporate Stockholder Addendum

NOTE: See the forms table below to determine the persons who must complete the forms.

OTHER APPLICATION MATERIAL

PARTNERSHIPS MUST ALSO SUBMIT THE FOLLOWING:

- Partnership Agreement

CORPORATIONS MUST ALSO SUBMIT THE FOLLOWING:

- Copy of Articles of Incorporation including the face sheet stamped by the Washington State Office of the Secretary of State

FORMS TABLE

	SOLE PROPRIETOR	PARTNERSHIP	CORPORATION
Master Application	1 per location	1 per location	1 per location
Liquor Control Board Addendum	1 per location	1 per location	1 per location
Personal History Information and Criminal History Information	1 per applicant & spouse 1 per manager *1 per financier	1 per each partner & spouse 1 per manager *1 per financier	1 per each stockholder (>10%) 1 per each corporate officer *1 per manager *1 per financier
Financial Statement and Source of Funds and Financial Cert.	1 per applicant & spouse *1 per financier	1 per each partner & spouse *1 per financier	1 per each stockholder (>10%) 1 per each corporate officer *1 per financier
Corporate Stockholder Addendum	NA	NA	1 per application
Managership Application	1 per manager	1 per manager	1 per manager

*A person or persons, other than a federally chartered lending institution, providing moneys to be used in the funding of the business venture.

